

SSB1 Headquarters Company

Navy & Marine Corps Reserve Center

Phoenix, Arizona



April 2002 Notes (Revised)

Battalion Web Site: www.ssb1.navy.mil

Battalion Commander (N00)

1. 2002 Junior Supply Corps Officer Career Workshop – Make your plans now to attend the Junior Officer Career Workshop, which is being co-sponsored by REDCOMs Northwest and Southwest. The workshop is being held at the Admiral Kidd Club, San Diego, CA, on 20-21 April 2002. All Junior Officers are encouraged to attend this workshop, as the program will include valuable mentoring opportunities, Fitrep writing clinic, mock promotion selection board, NAVSUP Supply Corps update and exciting “logistics” field trip.
2. 2002 Naval Reserve Supply Community Workshop – The annual Naval Reserve Supply Community Workshop is scheduled for 21-23 June in St. Louis at the Downtown Marriott Pavilion. Electronic registration can be on-line at www.usnscf.com/users/workshop/Page1.htm.

Administrative Department (N1)

3. Evals/Fitrep – E-9 evaluations are to be completed in April. Mid-term counseling for O-3 is also to be completed in April.
4. SECNAVINST 1650.1G has been released concerning new text standards for awards. To facilitate the new instruction, a new SSB1 Awards Program section has been developed for the Battalion’s website to provide templates that contain the new text (www.ssb1.navy.mil/admin.htm). All new award submissions are expected to reflect the new instruction.
5. **Uniform Change** – Per Navy & Marine Corps Reserve Center – Phoenix, summer whites are authorized for Arizona, effective 08 APR 02.

Operations Department (N3)

ORA Schedule		
CHB 10	Williamsburg, VA	10-23 Jun 02
CHB 11	Jacksonville, FL	15-28 Jul 02
CHB 14	Port Hueneme, CA	5-18 Aug 02

Training Department (N7)

6. Physical Readiness Test – The PRT is scheduled for Sunday, April 21st. The HQ run will commence on the RESCEN course. The PRT standards can be found at www.ssb1.navy.mil/prt.htm. As always, please prepare in advance for this evolution.

Command Master Chief (N00C)

7. **Recruiting Referral Program** – The Recruiting Referral Program is designed to award sailors who provide referrals to recruiters who eventually join the Naval Reserve. Recruiting is a significant function within the Naval Reserve Force mission. To be effective, “all-hands” share in this responsibility and are encouraged to provide referrals whenever possible. All Navy and Marine Corps personnel, Active and Reserve, are eligible to receive this award. Any member who refers at least four individuals who join the Naval Reserve will be awarded a Navy and Marine Corps Achievement Medal. Contact your local Naval Reserve recruiter today for further details on the Recruiting Referral Program.

S. B. Goodman
By direction